



## State of Nevada – Department Of Personnel

### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
WORKERS' COMPENSATION NURSE II	35	B	10.243
WORKERS' COMPENSATION NURSE I	34	B	10.245

### SERIES CONCEPT

Workers' Compensation Nurses apply medical knowledge to the claims review process and ensure quality medical care is delivered for the treatment of industrially injured workers in a timely, cost effective manner which encourages the clients earliest possible return to work.

Review injured worker claim files referred by adjusters for current and anticipated medical needs; conduct interviews with injured worker and/or family members, employer, treating physicians, other relevant health care service providers, and managed care organizations to gather information related to the industrial injury and provide information regarding the claims process.

Assess injured worker needs and appropriateness of the physician's treatment plan; develop and implement a medical management action plan in conjunction with claims adjuster; authorize appropriate medical treatment including surgeries, procedures, diagnostic testing, durable medical equipment, therapy, and home health services; prepare reports including professional recommendations related to present and future medical needs; determine non-industrial medical conditions affecting the industrial condition and refer claim to medical advisor for appropriate apportionment.

Provide ongoing medical management on cases referred and monitor ongoing implementation of the treatment plan; inform medical providers of fee schedule; attend medical appointments with worker as needed; process transfer of primary physician care when appropriate; assess the need for lifetime medical benefits and provide recommendations to adjusters with specific needs outlined and time frames for re-evaluation of benefits; assess discharge plan and ensure specific requirements are met.

Facilitate client's return to work as soon as possible; estimate return to work date; act as a liaison between parties involved in the medical claim including the injured worker, family members, treating physician, therapists, employer of record, employer representative, attorneys, and managed care organizations; coordinate with rehabilitation counselor, employer and health professionals to ensure the clients health condition is addressed in the work environment and facilities are in compliance with federal law.

Provide advice and assistance in the preparation of medical documentation and testimony for hearings and appeals; provide testimony as requested; serve on committees to provide health care knowledge and expertise related to vendor contracts, internal policies and procedures, quality assurance, and other areas as assigned.

Monitor managed care organizations (MCO) medical management practices.

Provide training on medical topics to agency staff.

Perform related duties as assigned.

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## **CLASS CONCEPTS**

**Workers' Compensation Nurse II:** Under direction, incumbents perform all of the duties described in the series concept for the more difficult medical cases, and serve as a lead Workers' Compensation Nurse. Lead responsibilities include providing training and technical expertise to other Nurses in the unit; performing case reviews to ensure the quality and uniformity of medical management; providing input for performance evaluations of unit staff; and in the absence of the unit supervisor, assigning cases and providing direction to unit staff, attending meetings and participating in committees.

**Workers' Compensation Nurse I:** Under general supervision, incumbents perform the full range of duties outlined in the series concept. This is the journey level in the series.

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## **MINIMUM QUALIFICATIONS**

### **SPECIAL NOTES AND REQUIREMENTS:**

- \* Valid driver's license is required.
- \* A bachelor's degree in nursing is equivalent to a diploma or associate's degree in nursing and one year of experience.

### **WORKERS' COMPENSATION NURSE II**

**EDUCATION AND EXPERIENCE:** Current license to practice as a Registered Nurse in the State of Nevada and three years of professional nursing experience, one year of which involved applying medical knowledge to the claims process for the treatment of industrially injured workers; **OR** one year as a Workers' Compensation Nurse I in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Working knowledge of:** workers' compensation medical claims review techniques and procedures; State laws and administrative code as applied to medical claims review; computer systems and applicable software; medical case management processes. **Ability to:** train and provide work direction to personnel reviewing medical claims for industrially injured workers; provide technical assistance to others regarding medical management issues; interact diplomatically with claimants, supervisors, co-workers, medical providers and the general public in resolving controversial claims issues; operate a computer terminal; *and all knowledge, skills and abilities required at the lower level.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Working knowledge of:** quality assurance and/or utilization review audit and compliance activities, policies and procedures. **Ability to:** maintain current knowledge of workers' compensation claims review practices, changes in regulations, and accepted treatments of injured workers; provide training to unit and agency staff and serve on committees as assigned; provide work direction to unit staff and represent the unit in agency and community meetings.

### **WORKERS' COMPENSATION NURSE I**

**EDUCATION AND EXPERIENCE:** Current license to practice as a Registered Nurse in the State of Nevada and two years of professional nursing experience; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

MINIMUM QUALIFICATIONS (cont'd)

WORKERS' COMPENSATION NURSE I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** medical terminology, anatomy, and physiology including pathophysiology, pharmacology, orthopedics, neurology, general surgical procedures, and psychology; application of nursing process including assessment, diagnostics, planning, intervention and evaluation; universal precautions and infection control techniques and procedures; operation and use of standard medical equipment; routine laboratory tests and diagnostic procedures; nutrition and personal hygiene as applied to patient care; human growth and development; medical/clinical records documentation process; uses and effects of common medications. **General knowledge of:** the Nurse Practice Act. **Ability to:** apply the Nurse Practice Act to medical claims review; interview patients to elicit a health history, symptoms and/or complaints; clinically assess the basic health status of a patient; develop and evaluate a nursing care plan; follow detailed oral and written instructions; establish and maintain cooperative working relationships with supervisors, staff, patients and families; explain complex claims and medical procedures in lay terms; use modern office equipment; write concise, logical, grammatically correct correspondence and reports related to all aspects of claim disposition; assess and evaluate appropriateness of medical treatment plan for conformance to best practice; review and evaluate medical/clinical records to determine effectiveness and individual patient response to treatment.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** agency policies and procedures related to medical claims review.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>10.243</u>	<u>10.245</u>
ESTABLISHED:	7/1/99P	7/1/99P
	10/2/98PC	10/2/98PC
REVISED:	3/29/01UC	3/29/01UC
REVISED:	7/1/03LG	7/1/03LG